



POLICY AND PROCEDURE **SCANNED**

Subject: SEAT BELT USE	Index: Staff Facilities & Services Number: 1002-2
Effective Date: 10/1/91	Prepared By: Finance & Administrative Services
Supersedes:	Approved By:

1.0 **PURPOSE:**

To establish requirements for the use of seat belts when operating City-owned vehicles; and when operating personal vehicles on City business.

2.0 **ORGANIZATIONS AFFECTED:**

All departments/divisions

3.0 **REFERENCES:**

State of California Vehicle Code 27315

4.0 **POLICY:**

All City employees operating a City-owned vehicle or operating a private vehicle and receiving reimbursement as part of their duties shall be required to wear a seat belt during the operation of that vehicle.

4.1 The driver of a City vehicle shall be responsible to advise all passengers that seat belt use is mandatory.

4.2 This requirement does not apply to:

4.2.1 Operators or passengers who possess written verification from a licensed physician that the operator or passenger is unable to wear a safety belt for physical or medical reasons.

4.2.2 Operators of vehicles that are not required to meet the manual seat belt safety standard as set forth in Federal Motor Vehicle Safety Standard 208 (vehicles manufactured without seat belts before 1965).

4.3 **Employees found in violation of this policy are subject to disciplinary action.**

5.0 **DEFINITIONS:** Not Applicable

6.0 **PROCEDURE:** Not Applicable

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